

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DSS05611102</u>	DATE POSTED: <u>11/23/15</u>
POSITION NO: <u>925144</u>	CLOSING DATE: <u>12/08/15</u>
POSITION TITLE: <u>Case Management Specialist</u>	
DEPARTMENT NAME / WORKSITE: <u>DSS / Developmental Disabilities /Chinle, AZ</u>	
WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/> GRADE/STEP: <u>AB64A</u>
WORK HOURS: <u>8:00 am - 5:00 pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: <u> </u> \$ <u>40,414.40</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : <u> </u> \$ <u>19.43</u> PER HOUR
	TEMPORARY: <input type="checkbox"/> <u> </u>

DUTIES AND RESPONSIBILITIES:

Develops and implements Individual Service Plans (ISP) based on service needs identified by the ISP team; identifies specific service providers, periods of service and number of service units; modifies ISP through consistent and timely monitoring; reviews and authorizes services; coordinates and monitors all service activates on a quarterly basis for Home Community Based Services (HCBS) and bi-annual for group home/residential settings; establish and maintain client files; ensures all required information is obtained, properly documented and filed; obtains required information concerning client profile, insurance coverage, referral system, income status, medical information, etc.; provides regular and other required statistical reports on a monthly basis; input all ISP updates in the Arizona Department of Economic Security Division of Developmental Disabilities' FOCUS system; serves as a liaison with service providers and other agencies; educate families and providers on the Developmental Disabilities program; participates in continuing education and professional training programs to maintain knowledge of Developmental Disabilities;

Observes and abides by policies and procedures governing confidentiality; attends conferences seminars and workshops; conducts case staffing and performs related duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Behavioral Health, Sociology, Social Work or related field; and two (2) years of case management or related experience.

Preferred Qualifications:

- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation is required.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Special knowledge of Navajo culture, traditional and philosophies; knowledge of the principle and techniques of case management; skills in facilitating group meetings; basic knowledge in computer literacy (MS Outlook, Word, Excel); communicate effectively in Navajo and English languages; ability to maintain accurate documentation of client services; Maintain Confidentiality.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.